

Catawba County Emergency Medical Services Standard Operating Guidelines

Time Sheets

- All hours worked must be recorded completely and accurately, utilizing the electronic time sheet program.
- All hours worked and time taken off shall be indicated by use of the codes provided.
- When timesheets are due:
 - All personnel shall submit their time sheets to their Supervisor or Crew Chief by the 12:00 hours on Saturday following the last day of the pay cycle.
 - Failure of any employee to submit their timesheet by the specified deadline may result in disciplinary action up to and including termination.
- Supervisors are not allowed to maintain any separate record of hours worked.
- Work week
 - The Catawba County Personnel Code defines a Workweek (28.114) as "The standard workweek shall be from 12:01 a.m. on Saturday through 12:00 a.m. on Friday, unless an alternative schedule has been so designated by the Personnel Director."
 - The Personnel Director has defined the workweek for Catawba County Emergency Medical Services as 07:01 a.m. on Saturday through 07:00 a.m. on Saturday due to our shift schedule.
 - For example during the pay period 7/5/03 - 7/18/03 this situation could have occurred:

<u>Day</u>	<u>Date</u>	<u>Scheduled</u>	<u>Actually Worked</u>	<u>Time Sheet Entry</u>
(Week 1 - 36 hours scheduled)				
Saturday	7/5/03			
Sunday	7/6/03			
Monday	7/7/03			
Tuesday	7/8/03			
Wednesday	7/9/03	Night Shift	07:00 p.m. - 07:00 a.m.	12.0 HW
Thursday	7/10/03	Night Shift	07:00 p.m. - 07:00 a.m.	12.0 HW
Friday	7/11/03	Night Shift	07:00 p.m. - 09:00 a.m. (Late Call)	12.0 HW

Week 1 Total 36.0 HW

(Week 2 - 48 hours scheduled)				
Saturday	7/12/03	Night Shift	07:00 p.m. - 07:00 a.m.	14.0 HW
Sunday	7/13/03			
Monday	7/14/03			
Tuesday	7/15/03			
Wednesday	7/16/03	Day Shift	07:00 a.m. - 08:00 p.m.	13.0 HW
Thursday	7/17/03	Day Shift	07:00 a.m. - 07:00 p.m.	12.0 HW
Friday	7/18/03	Day Shift	07:00 a.m. - 07:30 p.m.	12.5 HW

Week 2 Total 51.5 HW

4/7/06 – BDB